



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY ARMOR CENTER  
111 EAST CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-5256

REPLY TO  
ATTENTION OF:

ATZK-CS

6 May 2009

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters  
Directors and Chiefs, Staff Offices/Departments, this Headquarters

SUBJECT: Thunderbolt Policy Memo No. 43-10 – Entrance and Exit Interview/End-of-Tour Reports

1. Definitions.

a. Entrance/Exit Interview. All interviews will be scheduled with the CDR, USAARMC's secretary who can be reached at 624-2121/2122.

(1) Entrance Interview. Office call with the CDR, USAARMC is normally 15 minutes in length. The initial interview will serve as a welcome session, as well as provide the incoming officer the CDR, USAARMC's expectations and philosophies. This interview should take place during the first week of arrival.

(2) Exit Interview. Office call with the CDR, USAARMC is normally 20 minutes in length, where the officer's OER will be presented for discussion, and the state-of-the unit will be discussed. This appointment must be scheduled to take place no later than (NLT) 2 weeks before the officer's planned departure date.

b. Optional End-of-Tour Report. When required, a formal memorandum prepared in accordance with Army Regulation 25-50, Preparing and Managing Correspondence, 3 June 2002, will be provided to the Office of the Secretary of the General Staff NLT than 30 working days before the scheduled exit briefing or the officer's last working day – whichever is appropriate. This report is optional and should only be produced if the exiting officer feels he/she has viable recommendations for presentation to the CDR, USAARMC.

2. Policy.

a. Brigade CDRs and equivalent (194th Armored Brigade, 16th Cavalry Regiment, MEDDAC, DENTAC, Garrison Commander, TCM-PBC/CID, and TCM-HBCT) are required to schedule and conduct entrance and exit interviews with the CDR, USAARMC. Additionally, they may submit a written end-of-tour report to the USAARMC CDR.

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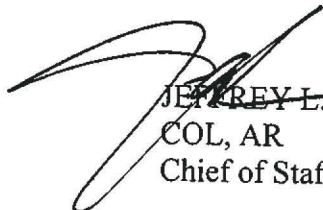
b. Battalion/squadron CDR requirements are the following: Battalion/squadron CDRs, 16th Cavalry Regiment and 194<sup>th</sup> Armored Brigade. Entrance interview with the CDR, USAARMC and written end-of-tour report (optional) provided to the USAARMC CDR.

c. US Army Armor Center Staff Directors and Directorate of Emergency Services/HQS, Law Enforcement Command/Provost Marshal. Entrance and exit interviews with the CDR, USAARMC and a written end-of-tour report (optional) provided through the Chief of Staff to the USAARMC CDR.

d. Personal and Special Staff. Entrance interview with the CDR, USAARMC and written end-of-tour report (optional) to the USAARMC CDR.

- (1) Inspector General.
- (2) Staff Judge Advocate.
- (3) Senior Chaplain.
- (4) Special Assistant to the USAARMC CDR – ARNG.

FOR THE COMMANDER:

  
JEFFREY L. DAVIDSON  
COL, AR  
Chief of Staff

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